

AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
**Washington National
Guard**
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
10-043-ANG
Opening Date
29 April 2010

Position Title, Series & Grade
Administrative Officer
GS-0341-12

PD Number:
80729000

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
(3:30 IF TURNED IN AT 141 ARW REMOTE HRO) ON:**

28 May 2010

Location of Position:

194th RSW
Camp Murray, WA

Baseline physical

**An employment physical may be required within 90 days of
employment per OSHA regulation and NGB* *this physical will
be used to determine fitness and eligibility for continued
employment.**

Salary Range:

\$73,420 PA to \$95,444 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☒ **Area A - Nationwide Excepted:**

Anyone eligible for immediate enlistment and/or
commissioning in the Washington Air and/or
Army National Guard.

☒ **Area B - In-state Excepted:** All
participating members of the Washington Air
and/or Army National Guard.

☒ **Area C - In-service Excepted:** All
presently employed permanent excepted
technicians, indefinite accepted technicians,
and AGR members with excepted technician
reemployment rights to the Washington Air
National Guard.

☐ **Area D - In-service Competitive:** All
presently employed permanent competitive
technicians of the Washington Air National
Guard.

CURRENT BARGAINING UNIT STATUS

☐ Bargaining Unit

☒ **Non-Bargaining Unit**

Appointment Factors:

☒ **Officer** ☐ Enlisted ☐ Warrant Officer

☐ NDS (Competitive)

☐ Permanent ☒ **Indefinite*** ☐ Temporary*

***This is an obligated position (current occupant is on a Military Tour). If an individual employed in the excepted civil service accepts this position, he/she will receive an indefinite appointment. If a Reduction-In-Force occurs and/or the military tour member reclaims this position, the indefinite appointee will have no reemployment rights to his/her former position or any other position. If the military tour member, having reemployment rights to this position, does not exercise his/her rights within 5 years, and funding level and employee manning levels permit, incumbent may be converted to permanent technician status without further competition.**

Military Assignment & Grade Requirements	
AFSC: 33SX, 35PX and 38FX Applicants need not be assigned to the position or possess the AFSC to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain AFSC within 1 year of appointment action.	Military Grade Available: Capt thru Lt Col Please note: Grade Inversion <u>will not be permitted</u> TPR 300 (302.7, change 8 para c)
Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized <input type="checkbox"/> PCS expenses are authorized <input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
AGR announcement	
This position is also being offered as an AGR position. See Military Vacancy Announcement.	
Minimum Requirements for Consideration	
General Experience: Experience which provided a basic knowledge of the principles of organization, management and administration.	
Specialized Experience: Must have 36 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.	
Other Requirements: Must have or be able to acquire a Top Secret security clearance.	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
Element I – Ability to manage a number of projects and programs to include Commander's Support Staff (CSS) functions, information systems, and resource management.	
Element II – Ability to apply practices, theories, techniques, and methods of management.	
Element III – Ability to analyze and interpret policies and procedures of higher HQ.	
Element IV – Ability to collect, analyze, and interpret statistical data.	
Element V – Demonstrated skill working with people at all levels of command.	
Element VI – Ability to communicate effectively, both orally and in writing.	
Element VII – Ability to function in customer service environment under tight deadlines with multiple competing projects.	
Element VIII – Demonstrated skill working with Microsoft Word, Excel, Outlook, and PowerPoint.	
Employment Conditions	
1. Technicians are paid through direct deposit/electronic funds transfer. 2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government. 3. <u>Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.</u> 4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician. 5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)	
Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.	

SUMMARY OF DUTIES

This position is located in the Wing Headquarters of an Air National Guard (ANG) flying Wing or ANG Enclave. The purpose of the position is to function as the Wing's/Enclave's executive officer and advisor to the Air Commander in the management and administration of services essential to the operation of the Wing/Enclave, providing direction and leadership, with authority of the Air Commander, towards the planning, implementing and achievement of the Wing's/Enclave's strategic plan. Accomplishes staff work, often without precedence, that relieves the Air Commander of all but the most pressing and necessary decision and action policies in relation to base activities. Plans, directs, and/or participates in special Air National Guard and Wing/Enclave initiated studies and projects relating to organization, resource utilization, logistical support, and readiness programs. Acts as an intermediary to solve significant or controversial issues, problems and disagreements that are referred to the Air Commander. Establishes and maintains liaison with high- ranking public officials, corporate leadership, civic groups, other reserve components, the National Guard Bureau and respective headquarters staff representatives. Serves as the installations Sexual Assault Response Coordinator (SARC) to comply with Department of Defense (DoD) requirements, developing and managing prevention and support programs and activities for sexual assault and other areas of interpersonal violence and victim needs, as directed by the commander. Serves as the project leader for programs and activities involving several organizations or agencies, which are of significant interest to the Wing/Enclave and public. Provides oversight of the Wing/Enclave History Program, ensuring the timely and accurate capture of significant historical data, and generation of required reports. Prepares oral and written communications using principles, practices, techniques and analytical methods and interpersonal relations practices. Performs other duties as assigned.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

***Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.

4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.

5. EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835